

RUCC CALENDAR REQUEST
(submit to Church Office at least two weeks prior to event)

Redlands United Church of Christ
168 Bellevue Ave., Redlands CA 92373
909 793-3520

Web site: www.uccredlands.org
Email: office@ruccredlands.org

Today's Date: _____ Group or Person requesting: _____

Phone: _____ Email: _____

Date(s) requested: _____ Time of event: _____ to _____

Indicate the TOTAL TIME you need the room available _____ to _____

Room(s) requested: _____
(Sanctuary; Covenant Hall; Kitchen; Classroom; Garden Room, etc.)

Purpose: _____

Person responsible for event: _____ Phone: _____

Cell Phone. _____

Address: _____

Email: _____

Specific instructions for set-up (please include on the back of this sheet a room set-up diagram)

Note: some events require our caretaker staff to be present and to set-up/clean-up. There may be fees for this. Please refer to the Building Use Policy in the church office.

For-Profit groups are excluded from RUCC facility use.

— Office use only —

Approved for Master Calendar YES ___ NO ___ Fees agreed upon _____ Pd _____ Date _____

Deposit _____ Pd _____ Date _____

Groups using facilities must show proof of Liability Insurance Received _____

STAFF NOTES:

Placed on: Master Calendar _____ Calendar Creator Plus _____

Confirmed with Group and Individual: _____ By _____ Date: _____